

POSITION DESCRIPTION

Human Resources Office HR Program Development Manager

INTRODUCTION

The HR Program Development Manager is responsible for supporting the Director of Human Resources in the design and development of new organizational programs, processes and associated practices. The HR Program Manager will partner with stakeholders to design and develop enterprise-wide HR solutions including performance management, competency modeling, Human Resources Information Systems, etc. The Program Development Manager will be an expert in federal government human resources, and ensure that the programs and activities of SFA Human Resources are developed according to best practice models.

MAJOR DUTIES AND RESPONSIBILITIES

The HR Program Development Manager provides direction, guidance, and management of the design and development of enterprise-wide HR solutions. These initiatives include development of a performance management program, competency model, Human Resources Information System, recognition and reward program, and career models. It is the role of The Program Development Manager to ensure that these plans are within the parameters of the PBO legislation.

The HR Program Development Manager convenes and consults key stakeholders on program design (HRG, Union, SFA Leadership, private sector and government Subject-Matter-Experts, etc). He/She leverages the results of the coordination activities to continually reevaluate and shape human resource programs.

The HR Program Development Manager provides deep understanding, expertise of best practice models to all members of the SFA Human Resources organization, assisting HR Partners in applying best practices whenever possible.

The HR Program Development Manager leads development of SFA Human Resource policy and procedures and communicates these to SFA HR Leadership Team.

He/She directs development of an organization-wide recognition and reward program for contribution or accomplishment of significant value to the organization.

He/She develops links between performance management and employee development by building and maintaining relationship with SFA University and providing a point-of-contact for external or internal inquiries regarding SFA's human resources program development.

The HR Program Development Manager leads the development of comprehensive SFA competency models including identification of core, managerial and functional competency definitions and proficiency levels. He/She will direct the creation of employee performance appraisal programs and processes based on competency models developed.

He/She facilitates the development of SFA's career models and administers SFA succession planning program based on competency models developed.

He/She oversees the establishment of comprehensive employee performance measures providing connections between performance appraisals and rewards, recognition and compensation to organization goals.

The HR Program Development Manager directs staff and convenes HR cross-functional teaming opportunities to manage the operational aspects of planning, development, and implementation.

The HR Program Development Manager monitors relevant legislation and regulations for impact on human resources development. He/She applies current awareness of emerging legislative trends and developments as relative to human resources development.

He/She promotes the identification and use of *best in business* human resources practices (Government or industry). The HR Program Development Manager stays abreast of state-of-the-art activities related to human resources and long range planning through elements such as personal study, or contacts with other organizations in Government or industry. He/She promotes benchmarking to ensure the effectiveness of human resources in terms of contributing to SFA core goals of increasing customer satisfaction, decreased unit costs, and increasing employee satisfaction. He/She makes and supports recommendations to continually improve human resource development and management activities.

The HR Program Development Manager performs the full range of managerial responsibilities, assuming and exercising leadership responsibility for SFA HR Program Development unit. He/She supervises subordinates who are responsible for a wide range of technical, analytical, and administrative functions as relative to human resources. He/She performs other business, technical, or special assignments, as may be required by SFA HR management.

SUPERVISION AND GUIDANCE RECEIVED

The HR Program Development Manager reports to the Director of Human Resources who provides broad guidance in terms of SFA goals, policy considerations, scope and objectives, and the relationships with other organizations inside or outside SFA. His/Her work is evaluated in terms of overall effectiveness, accomplishments, and responsiveness as relative to the mission, goals, objectives, and policies of Human Resources, SFA, the Secretary, and the Administration. The work of the Program Development Manager is guided by: 1) relevant legislation, regulations, and policies, and 2) the mission and goals of SFA and Human Resources.

SUPERVISION EXERCISED

The HR Program Development Manager performs the full range of management and supervisory responsibilities for staff or teams working on human resources programs and projects. The HR Program Development Manager assumes and exercises leadership and managerial responsibility for ensuring equal opportunity as relative to the employment, development, advancement, and treatment of employees directly and indirectly managed or supervised.